



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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NAVCRUITDISTNYINST 4790.1F
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7 Jul 16

NAVY RECRUITING DISTRICT NEW YORK INSTRUCTION 4790.1F

Subj: COMMAND INSPECTION PROGRAM

Ref: (a) COMNAVCRUITCOMINST 5040.2S
(b) COMNAVCRUITCOMINST 5040.3

Encl: (1) Inspection Rotation

1. Purpose. To promulgate Navy Recruiting District (NRD) New York policies and procedures for the Command Inspection Program.

2. Cancellation. NAVCRUITDISTNYINST 4790.1E

3. Discussion. In order to ensure NRD New York achieves and maintains the highest level of performance, the Executive Officer (XO) and Command Master Chief (CMC), along with Department Heads, will inspect, review and provide feedback and assistance to each Department/Division and special program owner. The Chief Recruiter (CR) is specifically responsible for overseeing planning and preparation of all production-related inspection items and materials. Inspections will be conducted each month on a rotating schedule, IAW enclosure (1). Each month Division in the Spotlight (DITS) will consist of an Administrative portion and Operations Division portion, which will take place in two separate divisions. The results will be presented to the Commanding Officer (CO) within two weeks of completion of the inspection.

4. Action

a. The Command Trainer will:

(1) Report to the XO via the CMC, and the CR on the management and implementation of the Command Inspection Program.

(2) Ensure all inspection personnel are properly trained to conduct inspections and use the required checklists.

(3) Execute the Command Inspection Program following the timeline contained in enclosure (1) by utilizing the checklists in reference (a).

(4) Coordinate the annual Command Inspection Self-Assessment using the approved Command Inspection checklists in reference (a).

(5) Assign inspectors for all Headquarters programs cross-assessment 30 days in advance of the inspection.

(6) Forward results of the annual Command Inspection Self-Assessment by 30 September to Commander, Navy Recruiting Region EAST with a copy to NAVCRUITCOM N7 and NAVCRUITCOM 00IG.

(7) Track corrective action Plan of Action and Milestones (POA&M) on all inspections for completion.

(8) Maintain copies of all completed command inspections and POA&Ms for three years and monitor trends.

5. Debrief Procedures. Inspection debriefs will be conducted as follows:

a. The Annual Self-Assessment Inspection debrief will be conducted during the October production meeting, or as scheduled in the Plan of the Month.

b. Each Program Manager, Division Officer, and Division Leading Chief Petty Officer will submit a POA&M within two weeks using the approved N7 departmental inspection sheet to identify corrective actions and actions completed.

c. The expectation is for all identified discrepancies to be corrected within 90 days from the inspection date.

d. Operations Department assessment conducted per enclosure (1), will be debriefed during monthly production meetings by the Operations Team.

6. Division in the Spotlights (DITS). DITS must be conducted IAW references (a) and (b) with the following minimum requirements:

a. Personnel inspection (DIVOs and DLCPOs are responsible to conduct personnel inspection for their division. A representative from the Top 8 shall be the observer during the personnel inspection).

b. Material condition inspections of spaces and vehicles assigned. (utilize checklist provided)

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c. Station, LPO, and DLCPO Production Inspection. These inspections will be executed by the Operations Department under the direction of the Operations Officer and the Chief Recruiter.

d. Turnover binders.

e. Training records review.

f. Personal Qualifications review.

g. Administrative review of records for BAH, SDAP, CCC, CDB, RDB, LIMDU, GLH, PFA, awards, required GMT training, etc.

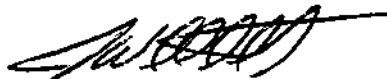
h. DITS debrief for all administrative requirements will be conducted during the monthly divisional training which normally is the first working Friday of each month. The Operations Department will debrief the production inspection portion during the monthly production meeting or as scheduled.

i. The DIVO/DLCPO will submit a POA&M upon completion of DITS production inspection using the approved N7 departmental inspection sheet to identify corrective actions and actions completed. All identified discrepancies must be corrected within 90 days from the inspection date.

7. Headquarters Programs Semi-Annual Inspection: All Headquarters programs shall be inspected semi-annually per reference (b) by using the approved National Inspection Team inspection checklists in reference (a) as follows:

a. All Headquarters programs shall be self-assessed semi-annually using personnel outside of the department being inspected.

b. Command Trainer shall assign inspectors to execute the Headquarters inspections program per reference (b). A collection of all self assessment will be used to develop the annual NRD New York self assessment report to Navy Recruiting Command (i.e, use existing assessments and develop an overall score vice conducting an additional assessment).



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DITS AND SELF/CROSS ASSESSMENT DEBRIEF SCHEDULE

1. The following rotation will be used for scheduling purposes (The Divisions in parenthesis will be conducted by Operations Department):

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| a. NIT Self-Assessment | October |
| b. Division 1 / (Division 7) | November |
| c. Division 8 / (Medical) | December |
| d. Division 2 / (Division 6) | January |
| e. Division 3 / (Division 5) | February |
| f. Division 4 / (Division 1) | March |
| g. HQ Programs Cross-Inspection | April |
| h. Division 5 / (Division 2) | May |
| i. Division 6 / (Division 3) | June |
| i. Division 7 / (Division 4) | July |
| j. Medical / (Division 8) | August |
| k. Headquarters Staff,
Navy Recruiting
Processing Station (NRPS)* | September |

NOTE: The first working Friday of each month will be designated as the Divisional Training Day.

* NRPS will use the first working Friday as their training day and coordinated with MEPCOM for MEPCOM training day.

Enclosure (1)